



CITY OF HOUSTON

Job Posting

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| Applications accepted from: | All PERSONS INTERESTED |
| Job Classification | Administrative Coordinator, PART-TIME Grant Writer, Fund Development Manager |
| Posting Number | PN# 109297 |
| Department | Library Department |
| Division | Marketing and Development |
| Section | |
| Reporting Location | 500 McKinney |
| Workdays & Hours | Monday – Friday ; 8:30am - 5:30pm* |
| *Subject to change | |

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Works with Marketing staff and executive leadership to develop proposals. Takes the lead role in writing Grant proposals. Prepares stewardship reports for annual giving programs, major gifts, corporate and foundation gifts, and endowment gifts. Works in conjunction with the Director(s) to design, implement, and manage a comprehensive fund raising program. Maintains records to track donors and supports the cultivation of future gifts. Interfaces with other library departments and development committees/Library Board members to inform them of funding special events. Assists in creation of project and department budgets. Performs other duties as assigned. May require some evening and/or weekend work.

WORKING CONDITIONS

Accurate, clear writing skills and oral communications are essential. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit. The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Liberal Arts, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Exceptional oral and written communication skills, including grammar, spelling and punctuation, are essential. Must be proficient using Microsoft Office applications, database software, and in Internet searching; experience using Raiser’s Edge is a plus. Work experience evidencing competency in grant writing, fund development and management of multiple tasks, budget development and administration is desired. Texas Drivers License and compliance with the City of Houston policy on driving (AP 2-2) preferred.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation, and request samples of previous work product.

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24
\$17.75 – \$25.60 per hour

OPENING DATE

March 8, 2006

CLOSING DATE

March 28, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**